



814 SOUTH WESTNEDGE AVENUE
KALAMAZOO, MICHIGAN 49008
269.349.8463
www.vineneighborhood.org

Position Posting – Program Manager – Vine Neighborhood Association

Job Title:	Program and Property Manager	Position Type:	Part Time (approximately 20 hours per week)
Department/Group:	Management; Reports to Executive Director	Education Required:	Four+ years experience in relevant field
Location:	814 S. Westnedge Ave, Kalamazoo, MI	Travel Required:	Intermittent local travel
Level/Salary Range:	\$15.00 per hour	Computer Skills Required:	Microsoft Office, Email, Internet, Social Media
Date posted:	08/29/2016	Computer Skills Preferred:	Project Management Software, Wordpress
Posting Expires:	09/9/2016	Mission:	Passion for Vine Neighborhood Association's mission to improve the quality of life for all residents in the Vine Neighborhood.
Applications Accepted:	Please send resume and cover letter via email. NO PHONE CALLS PLEASE		

E-mail: info@vineneighborhood.org **Subject Line:** Program Manager Position

General Summary

The person in this position is responsible for the oversight of all program management at the Association, grant reporting and monitoring, and property management of the Association's mixed-used rental properties. In addition the person will supervise on-call and subcontracted property maintenance personnel, process day-to-day paperwork, and other duties as assigned by the Executive Director.

Essential Functions:

- Work collaboratively with the Executive Director, Board, and committees to determine annual and long-term program and development objectives. Assist in creating and managing strategic and detailed plans to meet those objectives.
- Manage all paperwork, maintenance contracts, leasing, recruiting, payables, receivables, subcontractors, evictions, and other duties for 21 mixed use rental units.
- Manage and track Federal CDBG and private grants for the organization, including monthly reporting on activities and fund expenditures.
- Manage and oversee major building renovations and grant funding for the Association's primary commercial property.
- Manage day-to-day activities for special projects and fiduciary agencies, including paperwork, event planning, volunteer management, and reporting.
- Manage and coordinate Vine's Neighborhood Watch and Housing Committees.
- Maintain office hours in coordination with the Executive Director to ensure the Association is open during regular business hours.
- Create and provide monthly reports to the Executive Director and Board on Property Management, Special Projects, and Grants activities and Status.



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- Assist the Executive Director in writing, editing and reviewing proposals and grant requests, monitor proposal deadlines, and provide oversight for proposal follow-up reports.
- Assist the Bookkeeper with daily receipt coding and financial data entry.

Qualifications:

- 2-4 years previous experience within a program management setting, preferably a non-profit organization.
- Strong ability to communicate, both in writing and verbally, about the Association and its mission.
- Demonstrated ability to successfully manage multiple and diverse programs and projects.
- Commitment and passion for inclusiveness, diversity, and equity of all people, neighborhoods and communities.

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by the person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the person in this position. The listed duties may be changed at the discretion of the supervisor.